

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: HS Cook
LOCATION: Arkadelphia Head Start
HOURS: 40 Hours per Week - FULL-TIME
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$12.60 per Hour

JOB DUTIES:

Perform meal preparation and serving duties.
Provide supervisor with an inventory list of food products/supplies which need to be order
Receive, check-in food products and /or food supplies, stock and rotate inventory
Clean food service area and equipment
Maintains accurate records and complete required reports in a timely manner
Other duties as assigned.

EDUCATION REQUIREMENTS: High School diploma or GED, or one to three months related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Computer experience a plus, must have good organizational skills, ability to multi-task, and work in fast-paced environment and must obtain ServSafe Certification within the allotted time required.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 10 lbs. and frequently up to 25 lbs.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call
501-315-1121